eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
October 23, 2003

Opening:
A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 10/23/2003 in Richmond.

Present:

Debbie Adams, DMV (phone)	Maria Hatcher, DGS
Eugene Anderson, DGS/DPS	Cheryl Kimball, DOLI/DCR (phone)
Regina Baxter, SVTC (phone)	Andy Kmett, VCE (phone)
Jan Bond, DGS/DPS	Marion Lancaster, DGS
Richard Brough, DSS	Parvin Mirshahi, DGS
Chris Childress, DOLI (phone)	Jim Roberts, DMHMRSAS (phone)
Martha Freeland, DMV (phone)	Kim Rudisill, DEQ
Andria Gregory, NVTC (phone)	Dana Smith, VITA (phone)
Julie Hamilton, ESH (phone)	

A.   **Approval of Agenda**
      The informal agenda:
      1   – Implementation Status
      2   – New Work
      3   – Agencies Status
      4   – Policy Questions

B.   **Approval of Minutes**
      Previous meeting minutes reviewed.

C.   **Issues**

      Open Issues

      Closed Issues

D.   **New Business**

      1.   Implementation Status
           Nothing to report.

      2.   New Work.
           Nothing to report.

      3.   Production Status
                DGS –

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

- HOLDING TANK - Maria gave an update on the status of the Functional Design document. Draft of the document is being reviewed both by COVA and AMS management.
- A draft of the email notification that will be sent to the agencies when Holding Tank orders fail to import into the eVA Data Warehouse was emailed to the group for review and feedback.
- SCORE CARD - During a discussion of reporting needs, someone requested more information on the Score Card.

  There was concern of not knowing how the score card totals are calculated. They felt if they had a better understanding of the "formula" they would be able to improve their totals. Marion explained that the business requirements and the programming for the score card are complicated. One complication is the combination of change orders and cancellations along with the rule that score card amounts are based on increases in spend that occurred in this fiscal year only. Documentation on how to reconcile the scorecard is being finalized. The documentation and reconciliation reports are going to be reviewed with the Account Executives and some "pilot" agencies first to determine if the material is sufficient for a wider audience. Decisions are being made on where to post the material once finalized and who should have the ability to run the reconciliation reports. It is not expected that each person with an eVA login will need that access.

  Eugene Anderson explained that in the short term, score card questions should be directed to Ron Bell. In the longer term, the Account Executives will work with agencies on score card issues and how agencies can improve the totals on their score cards. Agencies with question on how to improve their score cards should contact Eugene at (804) 786-1600 or their assigned Account Executive.

- CHANGE ORDERS TO INACTIVE VENDOR – Maria tested sending an interface change orders to an inactive vendor. The change order failed because the vendor could not be found. Since a change order can only be routed to the same destination as of the original order (i.e., eMall or DGS Holding Tank), the order fails because it cannot be sent to the DGS Holding Tank if the original went to the eMall.

VDOT –
- Representatives not present.

DMAS –
- Representatives not present.

DSS –
- Richard Brough had nothing new to report as far as automation of change orders. His agency is looking at the possibility (preliminary discussions) of entering Pcard orders directly into their ERP system and importing into eVA. Richard was reminded that the import interface only accepts confirming Pcard orders. The reason only confirming Pcard orders can be sent in the import files is because for security reasons, the Pcard number is encrypted in Ariba, and encrypted information cannot be passed in the import file. Jim Roberts from DMH shared with the group that a note is placed on the header of the confirming Pcard order imported for vendor to contact the buyer for Pcard number.

DMME –
- Representatives not present.

ABC –
- Representatives not present.

DOLI –

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- Chris Childress reported that the agency is getting ready to send their first change order either today or tomorrow.

DEQ –
- Kim Rudisill had nothing new to report.

DCR –
- Cheryl Kimball reported that she received no feedback from the agency concerning input for the Order Summary Export, Vendor Deleted Export or the Catalog Export interfaces.

VATECH –
- Representatives not present.

UVA -
- Debbie Adams had nothing new to report.

VCU -
- Representatives not present.

DMHMRSAS–
- Jim Roberts reported that SWVTC and SWVMHI went live with the interface this week. There are three facilities left to be implemented in the Lynchburg area. The facilities are Center Virginia Training Center (CVTC), Catawba Hospital and Piedmont Hospital.

JMU –
- Representatives not present.

ODU –
- Representatives not present

VCE –
- Andy Kmett reported that user training for export interface was completed yesterday. Expects to go live with the export interface next week.

4. Agency General Status

DMV –
- Martha Freeland reported that the agency is still applying Oracle patches to their ERP system. Anticipates going live with the interface after the patches have been applied.
- Martha is currently adding eVA vendor locations to their ERP.

VITA –
- Dana Smith reported that the agency is still designing pages to get PeopleSoft orders ready to go to eVA interface flat file. Pages have been completed to load eVA vendor locations.
- A demo was given to the procurement staff on how the PeopleSoft interface pages will work.
- Dana mentioned that Samy Sethuraman, the programmer working on the interface, may be removed from the project, if that happens, it will delay the implementation date. If Samy is not removed from the project, expects to go live with the interface by the end of the year.
- Dana explained that the current plan is to only import orders generated in their PeopleSoft system. Initially does not plan to send orders for items purchased for other agencies, but it could change in the future.

5. Policy Questions
No new questions.

The next weekly interface meeting will be held on Thursday, October 30, 2003 at DGS in the ISS 9th floor conference room starting at 10:00 a.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

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1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)

   05/29/2003 DGS is not planning on giving agencies access to the DGS Holding database. DGS is actively working with AMS on the design to load "holding tank" data into the eVA data warehouse. Agencies will then be able to access that information through the normal data warehouse reporting process.

Closed Action Items

Prepared by Maria Hatcher

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